



Form GSOP 1-PIN (04/98)

STATE OF CALIFORNIA
Department of General Services - Office of Procurement

PURCHASE ORDER

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Purchase Order No. Rev. Date
62203 6/30/2008

Supplier No. 803517	Solicitation No. 56948	Delivery Date As Specified	FOB Point Destination	Invoice Terms
<i>S</i> STATE CONTROLLER'S OFFICE <i>h</i> 3301 C STREET, ROOM 755 <i>i</i> SACRAMENTO, CA 95816 <i>p</i>		<i>C</i> STATE CONTROLLER B-08 <i>h</i> DEPARTMENTAL ACCOUNTING <i>a</i> PO BOX 942850 <i>r</i> SACRAMENTO, CA 94250 <i>o</i> <i>g</i> <i>e</i>		
Agency Billing 15050	Agency Purchase Estimate 14010537	Purchase Estimate 67142	Revision 0	
Agency Contact BETSY TYLER		Phone 916-324-2503	Date Received	

BOWE BELL & HOWELL COMPANY
3791 SOUTH ALSTON AVENUE
DURHAM, NC 27713

Phone: 408-379-0911

Item No.	Quantity	Unit	Commodity Code	Description	Unit Price	Extension
<p>THE GENERAL PROVISIONS FOR NON-IT COMMODITIES ARE HEREBY INCORPORATED BY REFERENCE. THESE GENERAL PROVISIONS CAN BE OBTAINED BY PHONING (916) 375-4400 OR BY ACCESSING OUR WEBSITE AT:</p> <p>www.documents.dgs.ca.gov/pd/modellang/GPnonIT0407.pdf</p> <p>THE FOLLOWING INFORMATION IS PROVIDED FOR AGENCY USE ONLY:</p> <p>PRIME CONTRACTOR: BB</p>						
1	3	EA	7490-123-3006-5	INSERTING MACHINE	114,413.2000	343,239.60
<p><u>Item Miscellaneous Charges and Discounts</u></p> <p>MAINTENANCE 45,198.00</p> <p>MAINTENANCE 47,005.92</p> <p>MAINTENANCE 48,886.17</p> <p>MAINTENANCE 50,841.60</p> <p>MAINTENANCE 52,875.24</p> <p>TRADE IN ALLOWANCE 1.00</p>						<p><u>Dollar Value</u></p>
<p>Pressure Sealing Systems, as described meeting the requirements (Section 3) of the attached specification 7490-139 of one (1) page, dated 6/11/2008.</p> <p>Brand: <u>DEMANDWORKS</u></p> <p>Model: <u>NO ENVELOPE MAILER SYSTEMS</u></p>						
Total Value:						588,045.53

Sales and/or use tax to be extra unless noted above

Buyer GUS QUINTERO	Phone 916-375-4499	BOC Number
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Department of General Services - Office of Procurement

Form GSOP 2-PIN (04/98)

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Item No.	Quantity	Unit	Commodity Code	Description	Unit Price	Extension
<u>TRADE - IN INFORMATION:</u>						
	<u>Quantity</u>			<u>Description</u>		<u>Serial No.</u>
	1 each:	-		Moore Folder/Nester / Model 8158 F/A 120V		99758055
	1 each:	-		Moore Folder/Nester / Model 8158 F/A 120V		99958070
	1 each:	-		Moore Folder/Nester / Model 8158 F/A 120V		99958080
	1 each:	-		Moore Pressure Sealer / Model 4800 F/A 120V		698
	1 each:	-		Moore Pressure Sealer / Model 4800 F/A 120V		699
	1 each:	-		Moore Pressure Sealer / Model 4800 F/A 120V		700
	1 each:	-		Moore Detacher/Burster w/slitter merger / Model M3400 PRNT/TB 120V		5818
	1 each:	-		Moore Detacher/Burster w/slitter merger / Model M3400-01		9325
	1 each:	-		Moore Feeder/Conveyor / Model 8155 final Assy 120V		184
	1 each:	-		Moore Feeder/Conveyor / Model 8155 final Assy 120V		200
	1 each:	-		High Capacity Sheet Feeder / Model 8140 120V		377033
<u>FOB DESTINATION:</u>						
For the purpose of this order, only F.O.B. Destination will be accepted.						
<u>SET IN PLACE AND OPERATIONAL REQUIREMENT</u>						
The supplier shall be required to unpack and set the items in place as directed, remove all dunnage and instruct personnel on its use.						
<u>WARRANTY</u>						
Equipment shall operate satisfactorily and have a minimum warranty period of one year from date of acceptance by the State. Vendor shall bear all material, labor and transportation costs for repair of defects occurring in in materials and workmanship within the warranty period.						
<u>LABEL OR DECAL (EQUIPMENT SERVICE LABEL)</u>						
Supplier will be required to affix a label or decal to this equipment at the time of installation, showing warranty period by dates, and the name, address and telephone number of the dealer responsible for service of the equipment.						
<u>ELECTRICAL AND MECHANICAL EQUIPMENT</u>						
All electrical and mechanical equipment furnished shall comply with the California Administrative Code; Title 8 (Industrial Safety Orders), Title 24 (State Building Standards Law) and Title 17 (Public Health). All electrical equipment furnished shall be grounded, with any exceptions only as approved in the referenced applicable titles.						

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Item No.	Quantity	Unit	Commodity Code	Description	Unit Price	Extension
<p><u>CHANGE ORDERS:</u></p> <p>This Purchase Order may be amended, modified, or terminated at any time by mutual agreement of the parties in writing. Change orders amending, modifying or terminating the Purchase Order, including any modifications of the compensation payable, may be issued only by the State Procurement Officer. All such change orders shall be in writing and issued only upon written concurrence of the supplier. Termination, as that term is used in this section, does not include termination for default of the supplier.</p> <p>This purchase order is being awarded on September 25, 2008 pursuant to Government Code Section 13332.17. Any encumbrances made pursuant to this purchase order shall be construed to have been made on the last day of the preceding fiscal year.</p> <p>This Purchase order has been registered into the state contract and procurement registration system (https://www.scprs.dgs.ca.gov/). The registration number is 08400908334392.</p>						

1 SCOPE

This document describes an automated Folding and Pressure Sealing System, for the State Controller's Office (SCO). The System shall be comprised of 1) Inputting (Feeding), 2) Processing (Folding), 3) Finishing (Sealing), and 4) Conveyor.

2 APPLICABLE SPECIFICATIONS / STANDARDS / CODES

Specifications, standards and codes referenced in this document in effect on the opening of the 'Invitation For Bid', form a part of this specification.

3 REQUIREMENTS**3.1 THE SYSTEM SHALL:**

- 3.1.1 Be rated with a minimum machine speed of 20,000 documents per hour, based on 8.5" X 11" size document.
- 3.1.2 Be rated with a minimum duty cycle of 1,000,000 documents per month.
- 3.1.3 Be capable of mid-form slit, merge, margin slit, burst, fold, seal, and stack as a single, integrated process. (Note: A cutter can be used in replacement of the bursting process as long as the result is equivalent to the burster.)
- 3.1.4 Be equipped with a continuous form feeding input system capable of accepting one (1) and two (2) up continuous forms from a continuous fan fold stock.
- 3.1.5 Be able to process/produce finished pressure sealed documents greater than or equal to 15,000 documents per hour (net output) for the following:
 - Continuous two up document size 17" X 14" and produce a finished document 8" X 5.5" (folded and sealed).
Note: Two up document quantity is counted after slit and merge to process the 15,000 net output as stated in 3.1.5.
 - Continuous one up document size 9.5" X 14" and produce a finished document 8.5" X 5.25" (folded and sealed) .
- 3.1.6 Be capable of processing at minimum the following different sizes and weights of documents.
 - 3.1.6.1 Sizes: widths 9" to 17" and a length of 9" to 14".
 - 3.1.6.2 Weights: 24# bond up to 100# (0.007") tag stock.
- 3.1.7 Be capable of folding and sealing all sides of the document.
- 3.1.8 Be equipped with multi-document and jam detection technology.
- 3.1.9 Be equipped with automatic jog capability for clearing jams.
- 3.1.10 Be capable of diverting the document or stopping the equipment prior to fold, when double or multiple documents are detected.
- 3.1.11 Be capable of indicating points of error and stoppages to the operator through visible indicator such as lights or display messages.
- 3.1.12 Be capable of programming and/or selecting preprogrammed fold styles from a control panel.
- 3.1.13 Be equipped with a document counter.
- 3.1.14 Inputting (Feeding) Shall:
 - 3.1.14.1 Be equipped with a one-up and two-up continuous form input feeder:
 - That can be continuously loaded without stopping the system.
 - That can slit, burst and merge two-up continuous forms up to 17" wide.
 - That can trim sprocket strips from the forms.
 - That can be connected to an existing trim vacuum units "Trim Winder Devices" (Model # Moore 2000 Vacuum Trim Winder), and be equipped with an internal trim collection unit.
 - That can burst two up forms with program merge of left to right and right to left for proper sequence merge.
- 3.1.15 Processing (Folding) Shall:
 - 3.1.15.1 Be capable of the following fold styles (but is not limited to): Eccentric Z-Fold, Eccentric C-Fold, Z-Fold, V-Fold, and C-Fold.
- 3.1.16 Finishing (Seal) Shall:
 - 3.1.16.1 Be capable of securely sealing all sides of the document.
 - 3.1.16.2 Provide for single seal (repair) capability for sealing damaged documents. (inline or offline)
 - 3.1.16.3 Be capable of feeding out to a stacker conveyor.
- 3.1.17 Conveyor Shall:
 - Be equipped with a 5'± 1' long, conveying system with an end stop to prevent mail from falling off the end.
 - Be compatible with the pressure sealing systems height and net output speed.
 - Be equipped with variable speed and stop controls.
 - Convey the finished mail sizes stated in 3.1.6.1



SCO
Administrative Requirements
PRESSURE SEAL FOLDER SYSTEM

SCOPE OF WORK

The supplier shall provide the State Controller's Office (SCO) delivery, setup, all equipment, labor, materials, parts, training and documentation for three (3) automatic Folding and Pressure Sealing Systems in compliance with Specification 7490-07BS-005R3, dated 2/4/2008. The supplier agrees to provide to SCO preventive and remedial maintenance service for the three (3) Pressure Sealers during the 1-year warranty period and 5 years thereafter.

The services shall be performed at the State Controller's Office, 3301 C Street, Room 755, Sacramento, CA.

Definition of Terms

PREVENTIVE MAINTENANCE — Maintenance performed by the supplier on a scheduled basis which is designed to keep the equipment in proper operating condition.

REMEDIAL SERVICE — Maintenance performed by the supplier which results from equipment failure which is performed as required, i.e. on an unscheduled basis.

Site Preparation

Supplier:

Supplier shall provide to SCO a written site preparation specification and schedule for the systems within thirty (30) calendar days of award. The written, detailed specifications/schedule is to ensure efficient environmental and functional operation of the equipment.

State:

SCO shall create a written site location plan for the equipment and detail the associated power and environmental control requirements within 30 days of award issuance. If requested, the supplier shall be provided a copy of the plan. The supplier may review and comment on the adequacy of the SCO's plan and shall be permitted access to the location site, subject to security requirements for the site.

Install/Set-Up

Supplier shall be responsible for all installations, support necessary to install/setup, and make the systems operational at the SCO, 3301 C Street, Room 755, Sacramento, CA, within 30 days after delivery. The installation dates may be changed by written mutual consent between the Supplier and SCO.

SCO
Administrative Requirements
PRESSURE SEAL FOLDER SYSTEM

Mutual Agreement:

Mutually agreed arrangements must be made with SCO and supplier to schedule a phased installation and access to the location site.

SCO and the supplier shall mutually agree in writing to:

- Site preparation specification
- Phase installation Schedule
- Site location plan (See provided layout for general information)

The supplier shall specify and provide the time required to install the equipment within five (5) days upon request of SCO.

The supplier shall certify in writing that the equipment is ready for use, and operates in conformance with the specifications. The supplier shall certify in writing that the equipment is ready for the operational control by SCO. SCO will accept control of the equipment for the purpose of validating its installation and performing the Acceptance Testing. All installations shall be performed by factory trained and certified technicians for the specific equipment and systems listed in the bid requirements.

The supplier shall unpack the equipment; set it in place and remove all dunnage.

Trade-in

New equipment (as described in Bid specification 7490-139) shall be a one for one replacement of current equipment. The vendor shall remove existing equipment and provide a salvage value (or trade-in) for equipment replaced to be used toward the purchase of the new equipment.

Acceptance

Acceptance testing shall ensure that the Pressure Sealing systems operate properly. The supplier must certify in writing that the equipment is fully functional within five (5) days prior to acceptance testing. The Acceptance Test is defined in document 66912at.

The equipment will not be accepted by SCO until the Acceptance Test has been successfully completed. If any system fails both attempts to pass the Acceptance Test, SCO has the option to either default the supplier or allow for a single retest run that shall occur within five (5) business days of the original testing date. If there is a retest, it shall be performed under the same test conditions describe in this section. Failure of the retest shall automatically cause the supplier to be in default.

Upon successful completion of the Acceptance Test, SCO will notify the supplier in writing of equipment acceptance.

DGS may witness the acceptance testing and shall receive a copy of the Letter of Acceptance from SCO to the supplier.

SCO
Administrative Requirements
PRESSURE SEAL FOLDER SYSTEM

Operational Hours

The services shall be provided during the hours of plant operation: Starting 7:00 AM to 5:00 PM, Monday through Friday; excluding State holidays. After normal business hours and on weekends, all charges will be time and materials. Service response time will be no longer than two hours from time of service call.

Maintenance Service and Parts

Supplier shall provide on-site, full coverage of remedial and preventive maintenance for all of the equipment covered by this agreement during the hours specified, to keep the equipment in the proper operating (optimal) condition.

The supplier shall provide a monthly preventive maintenance schedule, to the SCO Project Manager, two (2) working days before the subject month begins. The schedule shall contain the dates and times the preventive maintenance shall be performed. The equipment shall be thoroughly inspected for worn parts, and such parts replaced at no cost to the State. The equipment shall be cleaned, lubricated and adjusted as necessary to maintain the equipment in good operating condition.

All repairs and adjustments must be made to comply with original manufacturers' specifications unless prior authorization to deviate from the manufacturers' specifications has been obtained from the SCO Project Manager in writing. At the end of the contract period SCO may, at SCO's option, (1) require that any parts installed by the supplier which were not manufactured by the original manufacturer be replaced with original manufacturer produced parts, and (2) any adjustments made by the supplier that deviated from the manufacturers' specifications be returned to the manufacturers' specifications. There shall be no additional cost to SCO for the return of equipment to original manufacturers' specifications.

All repairs performed by supplier must adhere to manufacturers' safety requirements. Supplier may not remove or bypass any safety devices in order to facilitate repair and operation of equipment.

Service Technicians

The supplier shall provide fully trained and qualified technicians for the specific equipment and systems listed in this agreement. All of the supplier's technicians performing maintenance at the work-site during the term of this agreement are subject to SCO security clearance requirements prior to their being admitted to the work-site.

SCO reserves the right to bar any supplier's employee from the work-site.

SCO
Administrative Requirements
PRESSURE SEAL FOLDER SYSTEM

Training

Training must be provided to ensure assigned staff is technically competent to operate the Pressure Sealer to meet the daily mail volumes.

Supplier shall provide on site training to a minimum of 15 employees distributed between day and swing shifts to bring the staff to a level that assures effective operation of the Pressure Sealer. The Supplier shall coordinate a training schedule within five (5) days of award. SCO shall not incur any costs associated with this training.

Training shall be provided by a factory certified or trained representative. Training shall cover all aspects of the equipment's operation and routine maintenance.

A copy of the operating manual shall be furnished for each piece of equipment at the time of delivery at no cost to the SCO. If there are any special tools required for normal operation, one set shall be provided at no cost to the SCO. All manuals and instructions shall be in the English language.

Warranties

The Supplier warrants that:

The services shall be performed promptly, with diligence, in a competent and professional manner in accordance with the description of services in the Agreement and to SCO's satisfaction.

If SCO believes that there is a breach of warranty, SCO shall notify the Supplier, setting forth the nature of such claimed breach. The Supplier shall promptly investigate the claimed breach and shall either:

Provide information satisfactory to SCO that no breach of warranty occurred; OR

Promptly take action as may be required to correct the breach.

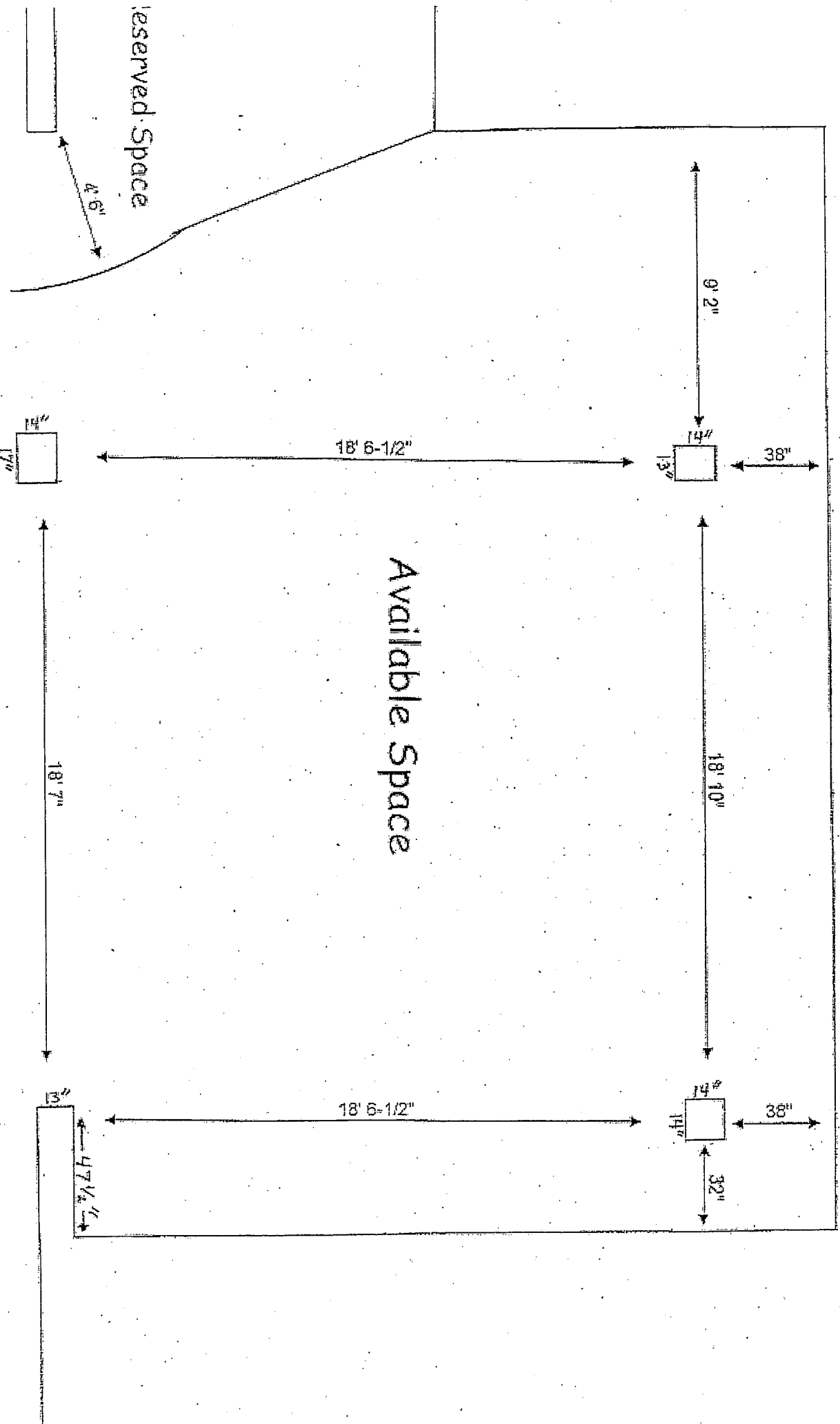
Standard Commercial Product

The equipment offered shall be in accordance with the requirements of this document. Features that are part of the manufacturer's standard commercial product shall be included in the equipment being furnished. A standard commercial product is a product, which has been sold or is currently being offered for sale on the commercial market through manufacturer's catalogs, brochures, or advertisements, and represents the latest production model. The equipment shall be new and latest model in current production. Used, shopworn, demonstrator, prototype, or discontinued models are not acceptable.

Please return this document with the bid package and sign below acknowledging all four (4) pages have been received.

Signature: _____

1/4" Scale (1/4" = 1')





State of California
Evaluation Requirements
PRESSURE SEAL FOLDER SYSTEM

Acceptance testing shall be performed to ensure proper operation of the Pressure Sealing systems.

The Acceptance Test shall be performed under the following conditions:

1. The Acceptance Test will be a pass/fail test.
2. The Acceptance Test will consist of the two (2) individual tests described below in "Pressure Sealer Performance Test Requirements"
3. Passing the Acceptance Test will require that the two (2) individual tests and set-up times are run consecutively and successfully.
4. The supplier will be allowed only two (2) attempts to pass the Acceptance Test.
5. The Acceptance Test will be performed by only one supplier operator.
6. Total set-up time for each individual test shall be equal to or less than 30 minutes.
7. SCO and the supplier must mutually agree upon the total quantity of test material needed prior to testing.
8. SCO will supply all material for the Acceptance Test from our existing stock.

Pressure Sealer Performance Test Requirements:

1. Test 1: 5,000 two-up documents of SCO Stock (EFT); 17"x14" (24# bond) Z fold to produce 10,000 8" X 5.5" sealed (finished) documents. Maximum time allowed for test 40 minutes.
2. Test 2: 5,000 one-up documents of SCO Stock (W-2); 9-1/2"x14" (24# bond) Z fold to produce 5,000 8.5" X 5.25" sealed (finished) documents. Maximum time allowed for test 20 minutes.

Test Report:

Completed by: _____

Completed by: _____

Acceptance Test First Attempt		Acceptance Test Second Attempt	
Testing Date/Time: _____		Testing Date/Time: _____	
Test Location: _____		Test Location: _____	
Vendor/Equipment: _____		Vendor/Equipment: _____	
Attendees: _____		Attendees: _____	
Time measured by: _____		Time measured by: _____	
Calibration date: _____		Calibration date: _____	
Requirement	Measured Time	Requirement	Measured Time
Setup to Test 1 – maximum 30 min.		Setup to Test 1 – maximum 30 min.	
Test 1 - maximum 40 min.		Test 1 - maximum 40 min.	
Setup to Test 2 – maximum 30 min.		Setup to Test 2 – maximum 30 min.	
Test 2 - maximum 20 min.		Test 2 - maximum 20 min.	
Comments: _____		Comments: _____	
Conclusion: _____		Conclusion: _____	

Final Acceptance Letter to be issued by State Controllers Office.